



## **BSIX SIXTH FORM COLLEGE – BROOKE HOUSE**

### **JOB DESCRIPTION**

**Post Title:** Art Technician

**Scale:** Spine Point 14-16

**Responsible to:** Curriculum Manager

#### **Job Purpose:**

- 1 To work in a pro-active and flexible manner as part of a collaborative Arts team and see the technician role in the context of Art and Photography
- 2 To assist staff and students in routine activities, including classes, workshops, demonstrations and to assist with all aspects of art, craft, and general design work, including examination preparations.
- 3 To maintain a safe working environment in the Art spaces, and to assist in the maintenance of student discipline.

#### **Specific Duties:**

1. Preparation and maintenance of teaching and workshop areas
2. To be responsible for the organisation of tidying and clearing of teaching areas, workshops, technical and storerooms.
3. To prepare teaching spaces a minimum of 30 minutes before the class begins and at the end of session to leave teaching spaces in manner ready for study.
4. To lift and transport equipment and other materials.
5. To clean and carry out routine maintenance of equipment, to schedule a programme of maintenance, and to keep maintenance records.
6. Prepare class space for students and staff by conducting routine maintenance of equipment and to arrange for specialist servicing and repairs and to keep maintenance and servicing records.
7. To cover the offices, workshops and teaching areas, and keep basic services running in the absence of other staff
8. To set up and operate equipment and other resources as required and support and/or construct items for classes or workshop purpose.
9. To work in conjunction with teaching, technical and administrative staff in arranging for the provision of equipment's specified times.
10. To set up and operate equipment and other resources as required and arranged.



11. To operate an electronic booking system for the loan of equipment; to deliver and collect equipment on or from loan, and to collect supplies and other deliveries.
12. To keep an electronic register of all equipment and ensure that all college equipment has a college serial number.
13. Maintain electronic records concerning resources, to order resources as arranged and to carry out routines associated with the preparation of stock list, official order filing and other clerical duties.
14. To carry out administrative and organisational tasks related to the duties as described above.
15. To assist students in routine activities including classes, workshops, and demonstrations.
16. To assist in the preparation of displays, exhibitions, and project work across the Arts team.
17. To work flexibly according to the demands of the service and to perform such other duties within the competence of the post holder, which may be required, reasonably from time to time, including work out of normal hours.
18. As part of your role you have a direct responsibility for ensuring equality of opportunity within the college as well as the health and safety of students, staff and visitors. As part of that responsibility you are required to participate in training and should be actively involved in the identification of risks, the production of risk assessments, and their implementation.
19. To adhere to the College's safeguarding policy and to report any concerns around student safety promptly

#### **Variation to this Job Description**

This is a description of the job as it is at present and is current at the date of issue. The job description will be renewed and updated as necessary to ensure that appropriate revisions are incorporated, and that it relates to the job to be performed. This process is conducted jointly with your Manager. You are expected to participate fully in the review and, following discussion to update your job description as is considered necessary or desirable. It is our aim to reach agreement on reasonable changes. However, if such agreement is not forthcoming, Management reserves the right to insist on changes after consultation with you.

**The successful candidate will be required to apply for an Enhanced Disclosure in accordance with Part V of the Police Act 1997. Further information about the Disclosure scheme can be found at [www.disclosure.gov.uk](http://www.disclosure.gov.uk)**



## PERSON SPECIFICATION

Please use this Person Specification when completing the 'Personal Statement' section of the Application Form.

	Essential	Desirable
<b>1. <u>Experience</u></b>		
1.1 Minimum Level 3 Qualification, (i.e. NVQ Level 3, A Levels or equivalent)	*	
1.2 Experience of working as part of a team in a related environment (workshop/studio environment)	*	
1.3 Experience of working in an education environment		*
<b>2. <u>Skills/Abilities</u></b>		
2.1 Ability to communicate effectively with a variety of people, especially young adults, both verbally and in writing.	*	
2.2 Sound understanding of Windows, email and information learning technologies	*	
2.3 Ability to keep accurate records of work and materials	*	
2.4 Ability and willingness to work flexibly, under pressure to meet the needs of the service and as part of a team	*	
2.5 Ability and willingness to apply and promote Bsix Sixth Form College policies.	*	
<b>3. <u>Knowledge</u></b>		
3.1 Knowledge of safe working practices and Health and Safety Guidelines relating to the specific work area.	*	
3.2 Understanding the specific work area e.g. knowledge of basic craft designed technology principles.	*	
3.3 Practical knowledge of relevant equipment sufficient to undertake first-line maintenance and/or identify more serious faults for specialist attention.	*	
3.4 Understanding the need for appropriate supervision and control of staff, students, and resources within the workshop.	*	

